

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Queens Volunteer Lawyers Project, Inc. (QLVP)

Brief Description of Organization: The Queens Volunteer Lawyers Project, Inc. is a not-for-profit legal assistance program dedicated to providing attorneys on a pro bono basis to residents of Queens County who cannot afford to retain a lawyer to resolve their civil legal problems.

Population Served: Residents of Queens County who cannot afford to retain a lawyer.

Website: <http://www.qcba.org/pro-bono/>

Phone: (718) 291-4500

Address: 90-35 148th Street
Jamaica, NY 11435

VOLUNTEER COORDINATOR CONTACT

Name: Mark Weliky

Title: Executive Director/Pro Bono Coordinator

Phone: (718) 291-4500 ext. 225

Email: mweliky@qcba.org

VOLUNTEER OPPORTUNITIES

Foreclosure Conference Project: Volunteers will represent homeowners at court-mandated foreclosure settlement conferences at Queens County Supreme Court in Jamaica. Volunteers will also have the opportunity to review loan modification proposals for homeowners who may not be in litigation yet and participate in community outreach events.

Can Volunteers Work Off Site: Yes, depends on the project with which he or she wants to volunteer.

Type of Work: Limited Scope Legal Representation; Document Review; Community Education.

Location, Days and Hours of Volunteer Opportunity:
Weekday mornings at Queens County Supreme Court in Jamaica.

Area of Substantive Law: Foreclosure.

Supervision: QVLP has a foreclosure prevention director, two foreclosure prevention staff attorneys as well as the Executive Director who oversee the project.

Training: QVLP requires that all volunteers undergo at least some training unless the volunteer has substantial experience in that area of law. It provides free seminars for volunteers on various topics. They also have written materials, videos/DVDs of trainings which volunteers can watch. To participate in its foreclosure program, most volunteers will complete a 3-hour CLE training.

REQUIREMENTS OF VOLUNTEER

Time Commitment: The volunteer appears before a referee on a week day morning and attempts to assist eligible clients to modify the client's foreclosure agreement. The conference process may involve more than one court appearance. The volunteer commitment is to represent the homeowner until the completion of the conference process.

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: No.

OTHER INFORMATION